

ACMS/PDMLINK PREPARATION AND DELIVERY REQUIREMENTS FOR ☒ ECPs
☒ VECPs ☐ RFDs ☒ ERRs

METHOD 1:

- A. The Contractor shall utilize the 'Create ECP/Create CR' feature of ACMS/PDMLINK to create the ECP/VECP/RFD object (record) and shall utilize the 'Create ERR/Create Change Notice' feature of ACMS/PDMLINK to create the ERR object. The instructions for creating ECP/VECP/RFD and ERR objects can be found:

- ☐ In Attachment _____ of the contract
- ☒ In the 'Search ACMS/PDMLINK Specification' link under 'Procedure_Create_ECP/VECP/RFD' and 'Procedure_Create_ERR'
- ☐ As furnished at the Start of Work meeting
- ☒ As furnished in ACMS/PDMLINK formal classroom training (to be scheduled at the contractor's request)
- ☒ As ongoing guidance from the TACOM CM representative(s)

- B. When creating the ECP/VECP/RFD/ERR object(s) in ACMS/PDMLINK, the Contractor shall populate the 'Team' and 'Location' fields as directed by the government based on the ACMS/PDMLINK workflow and product data vaulting requirements established for the contract.
- C. The Contractor shall, unless otherwise directed, attach digital files for individual ECPs/VECPs/RFDs to the 'Engineering Change Process Attachments' link in the applicable ECP Change Manager screen. The Contractor shall attach digital files for ERRs to the 'ERR Attachments' link in the ERR Change Manager screen for those contracts requiring ERR deliverables. Notice of Revision (NOR) files shall be delivered as individual files containing no more than one NOR each. Multiple sheets of a single NOR shall be submitted as a single file. The remaining ECP/VECP may be submitted as a single file. These files shall be in any standard Microsoft compatible format or combination of formats that include, but may not be limited to: Word (.doc), Excel (.xls), PowerPoint (.ppt), Adobe Acrobat (.pdf), Text Files (.txt). PDF is the preferred file format. Multiple files may be compressed into a single WinZip file (.zip) providing the above requirements are adhered to. 'A' size drawings and documents originating as 8-1/2 x 11 inch in size (i.e., NORs, ERRs, etc.) shall be capable of opening/viewing in their entirety on a PC monitor and printing legibly and in their entirety on a standard printer

using 8-1/2 x 11 inch paper without need for additional conversion or manipulation.

- D. Drawings and associated documents delivered in the ERR shall be delivered as a single file containing all sheets of the drawing/document (unless otherwise authorized by the government) and must be PDF or in the formats specified in the contract and/or work directive. Drawings size B and larger and other graphics saved as .pdf, native CAD, neutral CAD, etc. shall be legible to the government when blown up in size on a standard PC monitor and shall be legible when printed on a large format printer without need for additional conversion or manipulation.

Indexing and File Naming Convention: File naming convention shall be used to easily identify the document/model.

- E. Upon completion of the above, the contractor shall deliver the action to the government by selecting the ACMS/PDMLINK Worklist from the ACMS/PDMLINK menu and clicking on the 'Submit ECP' or 'Submit ERR' link under the Task column for the appropriate Subject action being delivered. The individual performing this action is called the 'Submitter' of the ECP/VECP/RFD/ERR.
- F. Upon disposition of the ECP/VECP/RFD in ACMS/PDMLINK, the 'Submitter' will receive an ACMS/PDMLINK system-generated e-mail message indicating approval, rejection, etc. This system-generated message merely closes out the ACMS/PDMLINK documentation process and will not be the formal decision notification unless specifically authorized by the government. The government will provide official notification of ECP/VECP/RFD/ERR approval/rejection to the contractor through other means, as defined in the contract, work directive or at the Start of Work meeting.

METHOD 2:

- A. The Contractor shall prepare ECPs/VECPs/RFDs/ERRs in ACMS/PDMLINK in accordance with Method 1A through 1B.
- B. The Contractor shall add affected objects to the following change actions and/or create/revise ACMS/PDMLINK objects for:
- ☒ ECPs/VECPs in accordance with METHOD 2.B.1
 - ☒ ERRs in accordance with METHOD 2.B.2
 - ☐ RFDs in accordance with METHOD 5

1. ECPs/VECPs: The Contractor shall add the affected ACMS/PDMLINK Part Object(s), Drawing Object(s), Associated Document Object(s), Program-Unique Specification Object(s), and affected Sheet Objects to the 'Referenced Data' Link in the ACMS/PDMLINK ECP/VECP before the change action is 'submitted' to

the ACMS/PDMLINK workflow. The objects attached shall be at the latest approved version (revision). If any of the objects at the latest version are still in an 'In Work' state in ACMS/PDMLINK, the Contractor will be unable to add those objects to an ECP/VECP. In this case, the Contractor shall notify their Configuration Management (CM) representative at TACOM via e-mail and indicate which objects are in work and their corresponding in-work version. The government's CM representative will investigate, take necessary corrective action and direct the contractor accordingly.

2. ERRs: The Contractor shall insure that the following steps are performed prior to submitting the ERR to the ACMS/PDMLINK Workflow: The Contractor shall create and revise ACMS/PDMLINK objects to reflect the currently approved product baseline as delivered in the ERR. New and revised objects shall be configured to accurately represent the Bill of Materials (BOM) in ACMS/PDMLINK, which includes, but is not limited to: proper treeing of down parts in the product structure, accurate linking of referenced documents, drawings, and sheets; linking of legible raster images (.C4 or .PDF) as primary files, linking of CAD drawings as secondary files, accurate representation of parts, reference drawings and associated documents and the drawings/documents/specs and applicable sheets that describe them. Raster and CAD drawings and associated documents shall be legible to the government when blown up in size on a standard PC monitor and shall be legible when printed on a large format printer without need for additional conversion or manipulation. If the ERR was preceded by one or more ECPs, the Contractor shall add all ECPs being closed out by the ERR to the 'ECP's' link in the ERR Change Manager screen. The Contractor shall add the new and/or revised 'in work' objects to be released to the 'Referenced Data' link in the ACMS/PDMLINK ERR Change Manager screen. The Contractor shall also verify that the entire Product Structure down to the lowest level is accurate for Product Baseline/Initial Release product data and shall verify that changes to the existing Product Structure are accurate for revised product data.

C. Instructions for creating and revising objects can be found:

☐ in Attachment _____ of the contract

☒ in the 'Search ACMS/PDMLINK Specification' link under 'Procedure-ECPx..', 'Procedure-ERRx...', 'Procedure-RFDx...', 'Policy-PDMx...', etc.
Note: Population of ACMS/PDMLINK policies and procedures to the ACMS/PDMLINK Specification link is an on-going process.

☐ as furnished at the Start of Work meeting

☒ as furnished in ACMS/PDMLINK formal classroom training (to be scheduled at the contractor's request)

☒ As ongoing guidance from the TACOM CM representative(s)

- D. Upon completion of the above, the contractor shall deliver the action to the government by selecting the ACMS/PDMLINK Worklist from the menu and clicking on the 'Submit ECP' or 'Submit ERR' link under the Task column for the appropriate Subject action being delivered. The individual performing this action is called the 'Submitter' of the ECP/VECP/RFD/ERR.
- E. Upon disposition of the ECP/VECP/RFD in ACMS/PDMLINK, the 'Submitter' will receive an ACMS/PDMLINK system-generated e-mail message indicating approval, rejection, etc. This system-generated message merely closes out the ACMS/PDMLINK documentation process and will not be the formal decision notification unless specifically authorized by the government. The government will provide official notification of ECP/VECP/RFD/ERR approval/rejection to the contractor through other means, as defined in the contract or at the Start of Work meeting.

METHOD 3:

- A. The Contractor shall prepare ECPs/VECPs/RFDs/ERRs in ACMS/PDMLINK in accordance with Method 1 (1A through 1F).
- B. The Contractor shall finalize and deliver ACMS/PDMLINK objects in accordance with Method 2B through 2E.

METHOD 4:

- A. The Contractor shall prepare ECPs/VECPs/RFDs in ACMS/PDMLINK in accordance with Method 1A, 1B, 1C, 1E and 1F.

METHOD 5:

- A. The Contractor shall utilize the 'Create ECP' feature of ACMS/PDMLINK to create the RFD object (record). The instructions for creating RFD objects can be found:

☐ In Attachment _____ of the contract

☐ In the 'Search ACMS/PDMLINK Specification' link under 'Procedure_Create_ECP/VECP/RFD'

☐ As furnished at the Start of Work meeting

☐ As furnished in ACMS/PDMLINK formal classroom training scheduled for _____

- ☐ As ongoing guidance from the TACOM CM representative(s)
- B. When creating the RFD object(s) in ACMS/PDMLINK, the Contractor shall populate the 'Team' and 'Location' fields as directed by the government based on the ACMS/PDMLINK workflow and product data vaulting requirements established for the contract.
- C. The Contractor shall, unless otherwise directed, attach legible digital files for individual RFDs to the 'Engineering Change Process Attachments' link in the applicable ECP Change Manager screen. RFDs may be submitted as a single file. These files shall be in any standard Microsoft compatible format or combination of formats that include, but may not be limited to: Word (.doc), Excel (.xls), PowerPoint (.ppt), Adobe Acrobat (.pdf), Text Files (.txt), raster (.C4), (jpg), (.cal). Multiple files may be compressed into a single WinZip file (.zip) providing the above requirements are adhered to. 'A' size drawings and/or documents originating as 8-1/2 x 11 inch in size shall be capable of opening/viewing in their entirety on a PC monitor and printing legibly and in their entirety on a standard printer using 8-1/2 x 11 inch paper without need for additional conversion or manipulation.
- D. Upon completion of the above, the contractor shall deliver the action to the government by selecting the ACMS/PDMLINK Worklist from the ACMS/PDMLINK menu and clicking on the 'Submit ECP' link under the Task column for the appropriate Subject action being delivered. The individual performing this action is called the 'Submitter' of the RFD and must have 'Submitter' permissions in ACMS/PDMLINK.
- E. Upon disposition of the RFD in ACMS/PDMLINK, the 'Submitter' will receive an ACMS/PDMLINK system-generated e-mail message indicating approval, rejection, etc. This system-generated message merely closes out the ACMS/PDMLINK documentation process and will not be the formal decision notification unless specifically authorized by the government. The government will provide official notification of RFD approval/rejection to the contractor through other means, as defined in the contract, work directive or at the Start of Work meeting.

METHOD 6:

The Contractor shall prepare ERRs in ACMS/PDMLINK as follows:

- A. The Contractor shall utilize the 'Create ERR' feature of ACMS/PDMLINK to create the
ERR object. The instructions for creating ERR objects can be found:

☐ In Attachment _____ of the contract

- ☐ In the 'Search ACMS/PDMLINK Specification' link under 'Procedure_Create_ERR'
 - ☐ As furnished at the Start of Work meeting
 - ☐ As furnished in ACMS/PDMLINK formal classroom training (to be scheduled at the contractor's request)
 - ☐ As ongoing guidance from the TACOM CM representative(s)
- B. When creating the ERR object in ACMS/PDMLINK, the Contractor shall populate the 'Team' and 'Location' fields as directed by the government based on the ACMS/PDMLINK workflow and product data vaulting requirements established for the contract. The Contractor shall accurately complete all other fields on the ERR Change Manager page, as applicable.
- C. The Contractor shall, unless otherwise directed, attach digital files of the approved Class 1 or Class 2 ECP in the 'ERR Attachments' link. The digital ERR form and any other ERR supporting documentation (applicable transmittal letters, e-mails, etc.) shall also be linked as 'ERR Attachments' to the ERR Change Manager screen.
- D. Multi-sheet drawings and associated documents in the ERR shall be linked as separate files for each sheet of the drawing/document when revised using the 'Drawing Level Method' of revision control (the latest and same revision letter is applied to sheet 1 and each sheet affected). If authorized by the Government, contract or work directive, all or some drawings and associated documents may be delivered as a single file when revised using the 'All Sheets Same Revision Level Method', providing all sheets reflect the same revision as sheet 1 without regard to the specific sheet(s) to which the revision applies. (Ref. ASME Y14.35M-1997 for revision methods). Total sheets in ACMS/PDMLINK shall be reflected as '1' for multi-sheet documents submitted as a single file.
- E. Files must be in the formats specified in the contract and/or work directive. Drawings size B and larger and other product data saved as .pdf, .C4, native CAD, neutral CAD, etc. shall be legible to the government when blown up in size on a standard PC monitor and shall be legible when printed on a large format printer without need for additional conversion or manipulation. Raster-type images such as .C4, .PDF, etc., shall be linked to the ACMS/PDMLINK Sheet object as 'Primary' files. Additional representations such as native and/or neutral CAD files in 3D and/or 2D shall be linked to the ACMS/PDMLINK Sheet as 'Secondary' files.

File Naming Convention: File naming convention shall be used to easily identify the document ID/rev/sheet (for example only: drawing 12345678 with three sheets using drawing level method of revision could be named 12345678Bs1, 12345678As2 and 12345678s3, as applicable; if multi-sheet single file submitted using all sheets same rev level method, file could be identified by doc ID and latest rev).

- F. The Contractor shall insure that the following steps are performed prior to submitting the ERR to the ACMS/PDMLINK Workflow: The Contractor shall create and revise ACMS/PDMLINK objects to reflect the currently approved product baseline as delivered in the ERR. New and revised objects shall be configured to accurately represent the Product Structure/Bill of Materials (BOM) in ACMS/PDMLINK, which includes, but is not limited to: proper part, drawing, document and spec properties, part relationships and treeing of down parts in the product structure, accurate linking of referenced documents, drawings, and sheets; linking of legible raster images (.C4 or .PDF) as primary files, linking of CAD drawings as secondary files, accurate representation of parts, reference drawings and associated documents and the drawings/documents/specs and applicable sheets that describe them. The Contractor shall add these new/revised 'in work' objects to the 'Referenced Data' link in the ACMS/PDMLINK ERR Change Manager screen. The Contractor shall create the entire Product Structure down to the lowest level for Product Baseline/Initial Release product data. The Contractor shall verify that all creations and changes to the Product Structure are accurate prior to submitting the ERR to the ACMS/PDMLINK workflow.
- F. Upon completion of the above, the contractor shall deliver the ERR to the government by selecting the ACMS/PDMLINK 'Worklist' from the ACMS/PDMLINK Home Page menu, clicking on the 'Submit ERR' link under the Task column for the appropriate ERR, then clicking on the 'Submit' button to deliver the ERR to the Government. The individual performing this action is called the 'Submitter' of the ERR.
- G. Upon disposition of the ERR in ACMS/PDMLINK, the 'Submitter' will receive an ACMS/PDMLINK system-generated e-mail message indicating approval, rejection, etc. This system-generated message merely closes out the ACMS/PDMLINK documentation process and will not be the formal decision notification unless specifically authorized by the government. The government will provide official notification of ERR approval/rejection to the contractor through e-mail or through other means as defined in the contract, work directive or at the Start of Work meeting.